



Job Opportunity

State Controller's Office

Position: Data Processing Manager II - Limited Term

Statewide

Location: 21st Century Project, Personnel/Payroll Services Division
710 Riverpoint Court, West Sacramento, CA 95605

Issue Date: April 5, 2006

Final Filing Date: Until Filled

Contact/Telephone:

LaSharel Hicks, (916) 375-6032

Who May Apply: Individuals who are currently in the Data Processing Manager II classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1384-930

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Incumbent will work as a member of the 21st Century Project's management team. The 21st Century Project is a multi-year project that will replace the State's current payroll, employment history, position and leave accounting systems, with SAP's fully integrated Human Resources and Payroll Software. Incumbent will plan, organize, and manage the resources and activities of the 21st Century Project's Security unit.

Under the general direction of the Project's Chief of Technology Operations (DPM IV), and through subordinate staff, the incumbent will be responsible for System security. Duties and responsibilities include the planning, design, development, configuration, and testing activities required to successfully secure the operation of the State's new Human Resource and Payroll solution. Responsibilities include hiring the State's SAP security team, organizing and directing the efforts of State's 21st Century Project security staff, coordinating these efforts with the project's System Integrator contractor (Bearing Point) and the Department of Technology Services. Routinely assess and report to executive management on the new Human Resource and Payroll System security. This individual must possess a broad knowledge of security as it applies to information technology to successfully perform their role in fulfilling the State's responsibilities related to the delivery of a new secure statewide solution for Human Resources and Payroll.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties of the Data Processing Manager II, assigned the role of Security, will include, but not be limited to the following:

- Implement standard project management principals as defined by the Project Management Institute.
- Plan, execute and control all security activities.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Provide leadership to the State staff assigned to security roles.
- Participate in planning and conducting technology staff recruitment and hiring.
- Coordinate and monitor the development of subordinates' technology security knowledge and skills.
- Coordinate the creation of the System Security Unit/Team work plans.
- Participate in the identification, quantification, and mitigation of security risks.
- Participate in quality planning, assurance and control.
- Communicate strategic and tactical security objectives to impacted stakeholders.
- Manage security integration issues including: communications, integration with other systems, and integration of network services.
- Identify changes in scope or work effort that could result in budgetary overrun or the missing of delivery dates.
- Manage the components of project schedule, resources, budget, issues, expectations, and external forces associated with the State's security responsibilities.
- Oversee the creation of complete and accurate documentation and enforce adherence to policies and standards associated with system security products.

DESIRABLE QUALIFICATIONS:

Attributes:

- Ability to communicate effectively.
- Good analytical and interpersonal skills.
- Ability to easily adapt to change and act effectively under pressure.
- Ability and willingness to accept new responsibilities and accept personal responsibility for the development of the knowledge and skills necessary to succeed.
- Possess the knowledge, and experience in the planning, design, implementation and use of automated systems.
- Ability to effectively conduct oral presentations.
- Ability to create and sustain cooperative working relationships.
- Possess the following personal traits: patience, tact, reliability, and dependability.

Desired Experience:

- Knowledge of SAP's Security framework and its system administrative tools
- Worked on a large software application development project.
- Practiced structured project management principles.
- Knowledge of industry recognized security guidelines and principles.

Reasons to apply/accept a position with the 21st Century Project Team:

1. The 21st Century Project is the most innovative project evolving in state government! This is a great opportunity to participate in the project design, development, and implementation of the industry-leading mySAP ERP 2005 software product.
2. This is a multiyear project and a great opportunity to work closely with dedicated state professionals, our contracting system integrator, and with a premiere IT software platform.
3. You will be on the cutting edge gaining valuable IT competencies, opportunity for extensive training, and acquiring experience that will be marketable statewide.

NOTE: This location has **FREE PARKING**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

21st Century Project, Personnel Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-0001

Attn: LaSharel Hicks